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SCHEDULE TITLE: Federal Supply Schedule 736 -Temporary, Administrative and Professional Staffing Services

FSC Group: 736

CONTRACT NUMBER: GS-07F-0131T

CONTRACT PERIOD: 1 January 2007 – 31 December 2011

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

CONTRACTOR: Quality Staffing Specialists
120 Towerview Ct
Cary, NC 27513-3595
Phone: (919) 481-4114
Fax: (919) 481-1092
Email: pmoffett@quality-staffing.com
Website: <http://www.quality-staffing.com>

CONTRACTOR'S ADMINISTRATION SOURCE: Phyllis Moffett, President

Business Size: Small, Woman Owned, SDB

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-3	General Services and Support
736-4	Information and Arts Occupations including Miscellaneous Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: All hourly rates shown are Firm Fixed Price. See the following Price List for hourly rates by location and labor Category

Job Title	Price	Description
SIN 736-1, Administrative Support and Clerical Occupations for Raleigh/Durham, NC, Wage Determination No. 2005-2401 for location where the preponderance of work is done		
01011 ACCOUNTING CLERK I	\$27.60	Performs one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, employee relies on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.



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Job Title	Price	Description
01012 ACCOUNTING CLERK II	\$30.31	Uses knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifies subsidiary accounts affected, makes debit and credit entries, and assigns proper codes. May review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, determines reasons for rejections, and prepares necessary correcting material. On routine assignments, selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
01013 ACCOUNTING CLERK III	\$33.69	Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviews invoices and statements verifying information, ensures sufficient funds have been obligated, and if questionable, resolves with the submitting unit determining accounts involved. The review includes coding transactions, and processing material through data processing for application in the accounting system; 2.) analyzes and reconciles computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.
01020 ADMINISTRATIVE ASSISTANT	\$39.19	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), provides administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
01051 DATA ENTRY OPERATOR I	\$25.93	Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information.
01052 DATA ENTRY OPERATOR II	\$27.78	Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform routine work as described for Level I.
01070 DOCUMENT PREPARATION CLERK (Document Preparer)	\$27.20	Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.



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Job Title	Price	Description
01090 DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction worker)	\$27.20	Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operates small binding machines. Performs clerical duties associated with the request for printing and photographic services. Prepares assembly sheets and printing requisitions with specifications for printing and binding. Keeps record of work, and delivers and picks up work. Performs minor repairs and preventive maintenance. Maintains an inventory of supplies and parts needed for reproduction equipment. Important variables may be indicated by trade name of machine operated.
01111 GENERAL CLERK I	\$24.86	Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment to choose the proper procedure for each task.
01112 GENERAL CLERK II	\$26.62	Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
01113 GENERAL CLERK III	\$29.20	Uses some subject-matter knowledge and judgement to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints.
01191 ORDER CLERK I	\$26.24	Handles orders involving items that have readily identified uses and applications. Refers to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.
01192 ORDER CLERK II	\$28.12	Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.
01261 PERSONNEL ASSISTANT I	\$31.49	Performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. Expected to exercise discretion at all times; limited judgment may be necessary at times. May be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.



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Job Title	Price	Description
01262 PERSONNEL ASSISTANT II	\$34.56	Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher-level personnel office employees; other work may be checked occasionally.
01263 PERSONNEL ASSISTANT III	\$37.61	Performs work in support of personnel professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Interviews applicants, obtains references, and recommends placement of applicants in a few well-defined occupations (trade or clerical) within a stable organization or unit; conducts post-placement or exit interviews to identify job adjustment problems or reasons for leaving the organization; performs routine statistical analyses related to manpower, EEO, hiring, or other employment concerns, e.g., compares one set of data to another set as instructed; and requisitions applicants through employment agencies for clerical or blue collar jobs. At this level, assistants typically have a range of personal contacts within and outside the organization and with applicants, and must be tactful and articulate. May perform some clerical work in addition to the above duties. Supervisor reviews completed work against stated objectives.
01270 PRODUCTION CONTROL CLERK	\$36.18	Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. Performs any combination of the following duties: compiles and records production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material and may compute wages from employee time cards and posts wage data on records used for preparation of payroll.
01280 RECEPTIONIST	\$24.94	Greets visitors, determining nature of visits and directing visitors to appropriate persons. May also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.



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Job Title	Price	Description
01311 SECRETARY I	\$29.98	Provides principal secretarial support in an office. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Carries out recurring office procedures independently. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff; Control mail and assure timely staff response, and send form letters; As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; Review materials prepared for supervisor's approval for typographical accuracy and proper format; Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.
01312 SECRETARY II	\$32.43	Provides principal secretarial support in an office within an organizational structure that is not complex and internal procedures and administrative controls are simple and informal. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Carries out recurring office procedures independently. Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff.
01313 SECRETARY III	\$35.09	Provides principal secretarial support in an office within a complex organizational structure. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Carries out recurring office procedures independently. Uses greater judgment and initiative to determine the approach or action to take in nonroutine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following: Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions.



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Job Title	Price	Description
01410 SUPPLY TECHNICIAN	\$38.30	Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. Work generally involves individual case problems or supply actions and may require consideration of program requirements together with specific variations in or from standardized guidelines.
01611 WORD PROCESSOR I	\$25.58	Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.
01612 WORD PROCESSOR II	\$29.87	Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects.
01613 WORD PROCESSOR III	\$34.15	Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports that include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.
SIN 736-1, Health Occupations for Raleigh/Durham, NC, Wage Determination No. 2005-2401 for location where the preponderance of work is done		
12160 MEDICAL RECORD CLERK	\$29.75	Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, types and processes birth certificates, assists other workers with coding of records, makes copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records. Must be conversant with HIPAA privacy and security guidelines and implementation within the Medical Records environment.



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Job Title	Price	Description
12190 MEDICAL RECORD TECHNICIAN (Medical Record Administrator)	\$32.18	Maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. May assist medical staff in special studies or research. Must be conversant with HIPAA privacy and security guidelines and implementation within the Medical Records environment.
12195 MEDICAL TRANSCRIPTIONIST	\$31.00	Transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. Requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Candidates must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.
SIN 736-3, General Services and Support for Raleigh/Durham, NC, Wage Determination No. 2005-2401 for location where the preponderance of work is done		
11122 HOUSEKEEPING AIDE	\$21.56	Performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. Uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers and other necessary equipment, tools, chemicals and supplies. Dries and wet mops floors, scrubs and buffs floors with rotor and other machines, vacuums carpets to clean and control bacteria, transports trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, performs special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, moves furniture and sets up meeting rooms. Collects soiled linen, assists in cleaning emergency spills that are observed or as requested, maintains assigned equipment for cleanliness and requests repairs when needed, reports need for repairs to hospital equipment, furniture, building and fixtures, assists in moving patients in case of fire, disaster or emergency evacuation, and assists security personnel in restraining disturbed patients in psychiatric wards.
11150 JANITOR	\$21.56	Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.
11210 LABORER, GROUNDS MAINTENANCE	\$22.61	Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns (not open air) or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.



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Job Title	Price	Description
19010 MACHINE-TOOL OPERATOR (Toolroom)	\$29.94	Specializes in operating one or more than one type of machine tool (e.g., jig borer, grinding machine, engine lathe, milling machine) to machine metal for use in making or maintaining jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Plans and performs difficult machining operations which require complicated setups or a high degree of accuracy, sets up machine tool or tools (e.g., installing cutting tools and adjusts guides, stops, working tables, and other controls to handle the size of stock to be machined. Determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts). Uses a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. Recognizes when tools need dressing and selects proper coolants and cutting and lubricating oils to dress tools.
19040 TOOL AND DIE MAKER	\$37.53	Constructs and repairs jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass). Plans and lays out work according to models, blueprints, drawings, or other written or oral specifications, understands the working properties of common metals and alloys, selects appropriate materials, tools, and processes required to complete task, makes necessary shop computations, and sets up and operating various machine tools and related equipment. Uses various Tool and Die Maker's hand tools and precision measuring instrument, works to very close tolerances, heat-treats metal parts and finished tools and dies to achieve required qualities, and fits and assembles parts to prescribed tolerances and allowances.
21020 FORKLIFT OPERATOR	\$26.35	Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.
21030 MATERIAL COORDINATOR	\$36.18	Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.
21040 MATERIAL EXPEDITER	\$36.18	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Directs Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compares work ticket specifications with material at work stations to verify appropriateness of material in use, prepares worker production records and timecards, and updates and maintains inventory records, using computer terminal.



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21050 MATERIAL HANDLING LABORER	\$24.10	Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.
21071 ORDER FILLER	\$24.07	Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.
21110 SHIPPING PACKER	\$26.10	Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.
21130 SHIPPING/RECEIVING CLERK	\$26.10	Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.
21140 STORE WORKER I	\$23.14	Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Move merchandise by use of non-motorized equipment that is intended for display and resale purposes. Cleans merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. May determine display or sale requirements from existing inventory. May be required to keep inventory forms of merchandise stocked and merchandise returned to storage. May be required to affix labels to merchandise indicating sale price, item description, or other information. May be required to offer customer or patron assistance with the location or selection of merchandise.



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21150 STOCK CLERK (Shelf Stocker; Store Worker II)	\$28.68	Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.
21210 TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)	\$26.35	Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool.
21410 WAREHOUSE SPECIALIST (Warehouse Worker)	\$26.35	As directed, performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.
23160 ELECTRICIAN, MAINTENANCE	\$34.71	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
23181 ELECTRONICS TECHNICIAN, MAINTENANCE I	\$41.05	Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.



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23182 ELECTRONICS TECHNICIAN, MAINTENANCE II	\$43.04	Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.
23183 ELECTRONICS TECHNICIAN, MAINTENANCE III	\$45.25	Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating waveforms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.
23370 GENERAL MAINTENANCE WORKER	\$33.10	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.
23410 HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC	\$36.45	Installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, using knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.



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Job Title	Price	Description
23411 HEATING, VENTILATION, AND AIR CONDITIONING MECHANIC (Research Facility)	\$38.03	Installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. Performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. Installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and maintains and repairs specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. Performs complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.
23580 MAINTENANCE TRADES HELPER	\$29.45	Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.
23790 PIPEFITTER, MAINTENANCE	\$35.76	Installs or repairs water, steam, gas or other types of pipe and pipefittings. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
SIN 736-4, Information and Arts Occupations, including Miscellaneous Occupations for Raleigh/Durham, NC, Wage Determination No. 2005-2401 for location where the preponderance of work is done		
07130 FOOD SERVICE WORKER (Cafeteria Worker)	\$19.49	Performs a variety of tasks concerned with the preparation and serving of foods and beverages. Washes, peels, scrapes, and cuts vegetables and fruits. Prepares simple salads and toast. Cuts butter and slices cakes and pies. Makes coffee, tea, and other beverages. Dishes out portions of foods on trays or plates, and pours beverages. Prepares dining and serving areas by setting up counters, stands, and tables. Places food containers in serving order, fills salt and peppershakers, and places linen and silverware on tables. Scrapes, washes, and sorts dishes, glassware, and silverware. Cleans kitchen equipment, pots and pans, counters, and tables. Sweeps and mops floors.



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Job Title	Price	Description
13047 LIBRARIAN	\$45.64	Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.
13050 LIBRARY AIDE/CLERK	\$25.05	Works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issues library cards, explains library rules and borrowing procedures, records information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. Contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.
13058 LIBRARY TECHNICIAN	\$34.01	Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.
SIN 736-5, Technical and Professional Occupations for Raleigh/Durham, NC, Wage Determination No. 2005-2401 for location where the preponderance of work is done		
30040 CIVIL ENGINEERING TECHNICIAN	\$40.40	Assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications and confers with the Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects.
30081 ENGINEERING TECHNICIAN I	\$31.94	Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.



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Job Title	Price	Description
30082 ENGINEERING TECHNICIAN II	\$35.18	Performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. Follows specific instructions to assemble or construct simple or standard equipment or parts, services or repairs simple instruments or equipment; Conducts a variety of tests using established methods, prepares test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; Extracts engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form
30083 ENGINEERING TECHNICIAN III	\$36.98	Performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. Constructs components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.
30084 ENGINEERING TECHNICIAN IV	\$46.24	Performs non-routine assignments of substantial variety and complexity, uses operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. Receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Develops or reviews designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.



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Job Title	Price	Description
30085 ENGINEERING TECHNICIAN V	\$53.66	Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.
30086 ENGINEERING TECHNICIAN VI	\$63.73	Independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. May supervise or train and be assisted by lower level technicians. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment). Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.



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Job Title	Price	Description
30210 LABORATORY TECHNICIAN (Laboratory Tester)	\$34.35	Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductility, and other specifications, and examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

2. **MAXIMUM ORDER*:** \$100,000 per Order

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** \$100 unless the contractor agrees to accept a smaller order amount

4. **GEOGRAPHIC COVERAGE:**

Raleigh, NC

Wage Determination: 05-2401

Revision: 11 dated: 06/13/2011

5. **POINT(S) OF PRODUCTION:** N/A

6. **DISCOUNT FROM LIST PRICES:** Prices shown herein are inclusive of all accepted discounts and/or markups. Prices shown as Total GSA Price are inclusive of the Industrial Funding Fee (IFF). The Industrial Funding Fee (IFF) is a separate collection mechanism and is currently set at 0.75%. The IFF is not considered part of the contractor's discount or markup since it is set by GSA and can change throughout the life of the contract.

7. **QUANTITY DISCOUNTS:** None



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8. **PROMPT PAYMENT TERMS:** Net 30
- 9a. **Government Purchase Cards** are accepted at or below the micro-purchase threshold.
- 9b. **Government Purchase Cards** are not accepted above the micro-purchase threshold.
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** N/A
- 11 b. **EXPEDITED DELIVERY:** N/A
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11 d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA Schedules homepage (www.gsa.gov/schedules).
14. **PAYMENT ADDRESS:** Same as contractor
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micro-purchase level)
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTATIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content,**



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energy efficiency, and/or reduced pollutants): N/A

24b. **SECTION 508 COMPLIANCE FOR EIT: N/A**

25. **DUNS NUMBER: 836426874**

26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.